# Chapter 4 - Party Screen - PTY

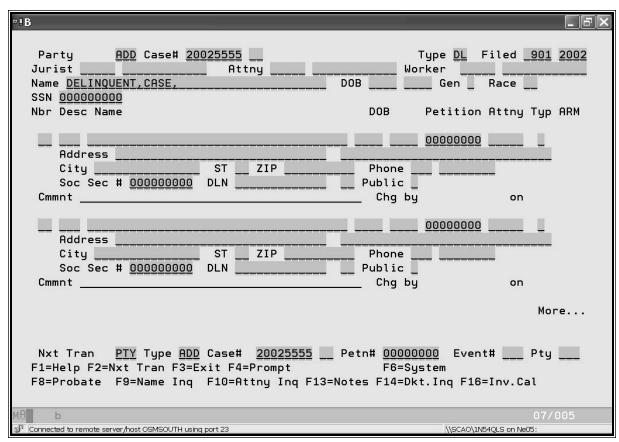
## **Juvenile Party Screen**

The party screen is used to add information about the interested parties of the case. Users must have security to be able to update case information.

# **Accessing the Party Screen:**



From the Next Tran Line, enter PTY in the Next Tran field and the option that you want to perform (ADD, INQ, MOD, DEL) along with the case number and suffix number. Press <Enter> and the system will display the case screen.



Following are the field descriptions for the Traffic Screen.

## ~Party~

This area displays the screen that you are in along with the transaction type you are performing.

#### ~Case #~

This area displays the case number.

# ~Type~

This area displays the cse type.

#### ~Filed~

This field displays the filed date as entered on the case screen.

#### ~Jurist~

This field displays the jurist that is handling this case as entered on the case screen.

## ~Attorney~

This field displays the attorney that is representing the juvenile as entered on the case screen.

#### ~Worker~

This field displays the worker that is assigned to this case as entered on the case screen.

#### ~Name~

This field displays the juveniles name as entered on the case screen.

#### ~DOB~

This field displays the juveniles date of birth as entered on the case screen.

#### ~Gender~

This field displays the gender of the juvenile as entered on the case screen.

#### ~Race~

This field displays the race of the juvenile as entered on the case screen.

#### ~SSN~

This field displays the social security number of the juvenile as entered on the case screen.

#### ~NBR~

This field displays the number assigned to the party once you have entered them.

## ~Description~

Enter the description of the party. Press <F4> for a list of valid codes. Do not entry F01, M01 on each child of a multiple children file. Enter F01 for the first child, F02 for the second child, etc.

#### ~Name~

Enter the name of the party using the name entry rules explained in Chapter one.

#### ~DOB~

Enter the parties date of birth.

#### ~Petition~

Enter the petition number that this party is associated with. This is a mandatory field for victims and petitioners.

## ~Attorney~

Enter the parties attorney. Press <F4> for a list of valid attorneys.

## ~Type~

Enter if the attorney was A = appointed or R = retained.

#### ~ARM~

The system will display a "Y" if this party has a financial master record.

# ~Address, City, State, Zip & Phone~

Enter the parties address information.

#### ~Soc Sec #~

Enter the parties social security number.

### ~DLN~

Enter the parties drivers license number.

## ~Public~

Enter the public status of this party.

## ~Comment~

Enter comments regarding this party.

# ~Changed By~

The system will display information regarding the user that last changed this party and the date it was changed.

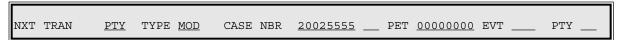
## Adding a Party to the Party Screen

From the Next Tran Line, enter the following:

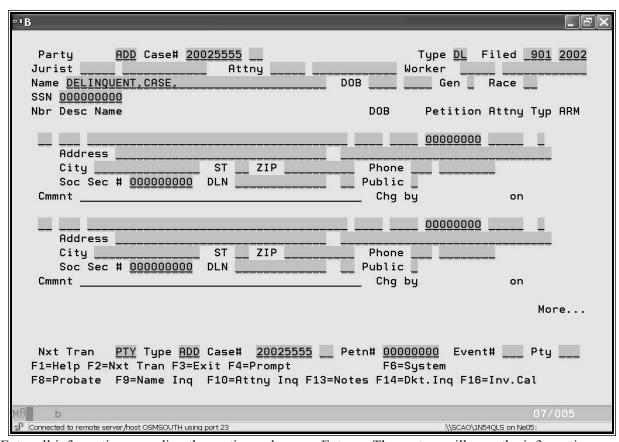
## Adding:



## **Modifying:**



When all information has been added, press <Enter> and the system will display the screen you requested.



Enter all information regarding the parties and press <Enter>. The system will save the information.

The following rules apply when adding a party:

- 1. If the party type is a victim or witness, the public status will automatically be set at suppressed.
- 2. B##, C##, F##, G##, M##, P##, V## or W## you can't add the same party number to the same case twice.
- 3. You can't modify a party from the PTY/ADD screen.
- 4. Victim and petitioner party types must have a petition number entered into the petition field.

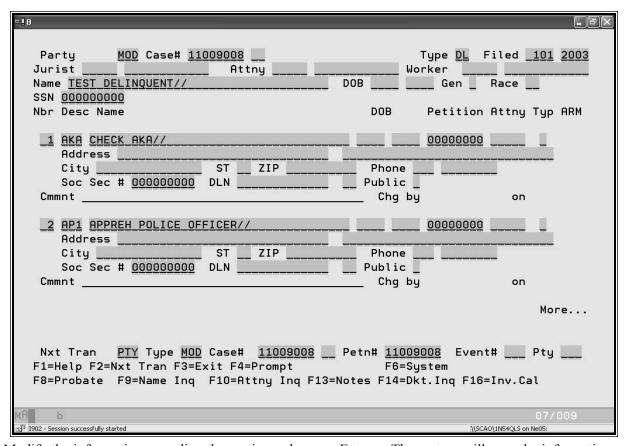
# Modifying a Party on the Party Screen

From the Next Tran Line, enter the following:

## **Modifying:**



When all information has been added, press <Enter> and the system will display the screen you requested.



Modify the information regarding the parties and press <Enter>. The system will save the information.

The following rules apply when modifying a party:

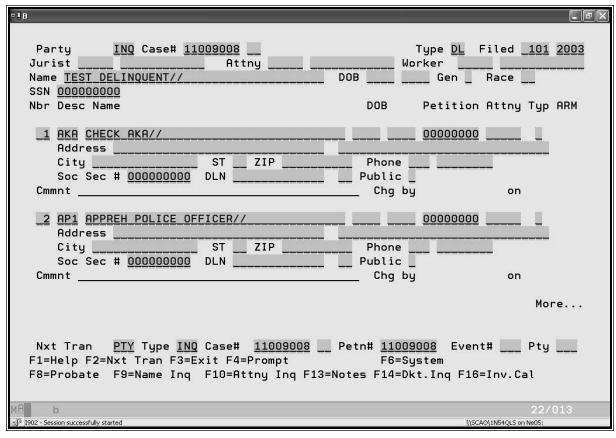
- 1. If the party type is a victim or witness, the public status will automatically be set at suppressed.
- 2. B##, C##, F##, G##, M##, P##, V## or W## you can't add the same party number to the same case twice.
- 3. You can't add a new party from the PTY/MOD screen.
- 4. Victim and petitioner party types must have a petition number entered into the petition field.

# **Inquiring on the Party Screen**

From the Next Tran Line enter the following information:

```
NXT TRAN <u>PTY</u> TYPE <u>INQ</u> CASE NBR <u>11009008</u> <u>PET 00000000</u> EVT ___ PTY ___
```

When all information has been added, press <Enter> and the system will display the screen you requested.



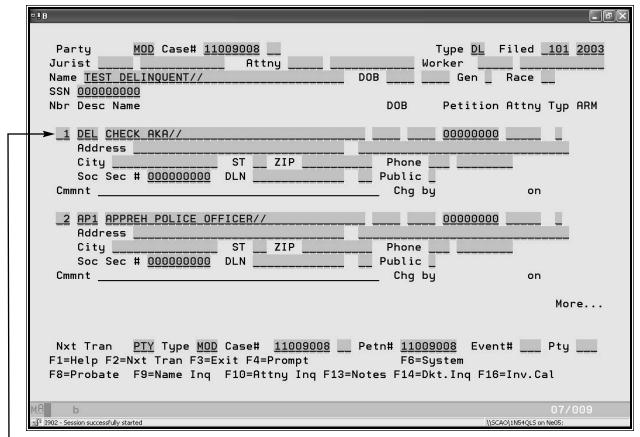
The system will return the party inquiry screen for you.

# Deleting a party from the Party Screen

From the Next Tran Line enter the following information:

```
NXT TRAN <u>PTY</u> TYPE <u>MOD</u> CASE NBR <u>11009008</u> <u>PET 00000000</u> EVT ____ PTY ___
```

When all information has been added, press <Enter> and the system will display the screen you requested.



Enter "DEL" over the party description and press <Enter>. The system will delete the party.